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ABSTRACT

The development of shared governance at Sierra College (SC) in California is chronicled in this report. The first sections of the report provide a chronology of team, board, and committee meetings and colloquia involved in the process of implementing shared governance at the college; present summaries of breakout group reports, evaluative comments, and a report on outcomes from one of the colloquia; and two lists of statements representing the colloquium participants' vision for SC and sense of its mission. The next section contains the Sierra Community College District Board Policy on shared governance, covering: (1) the purpose of shared governance; (2) the functions and membership of the college council, faculty senate, classified senate, administrative senate, and various committees and task forces; (3) processes by which all of the governing groups shall operate; and (4) the governance model utilized at SC. The final sections present the constitutions of each of the senates for faculty, classified personnel, and administrative personnel. Each contains provisions relating to membership, purposes, officers and administrative board, nomination and election of officers, duties of officers, representation on the college council, committees, meetings, quorum, parliamentary authority, and amendments. (JMC)

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SIERRA COLLEGE

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International Conference on Teaching Excellence

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May 19th-22nd 1991

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SHARED GOVERNANCE
AT
SIERRA COLLEGE

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1991-92 Organizational Chart

THE ROAD TO SHARED GOVERNANCE

SPRING 1988	First team to Educational Leadership Colloquia program on shared governance. (Team included the vice presidents of instruction and finance and two faculty.)
SUMMER 1988	Member of the team goes to Great Teachers Seminar. (The faculty member from the above team determined that the format for this and the Colloquia is similar and works well to identify issues and propose solutions.)
FALL 1988	Second team attends Educational Leadership Colloquia. (The vice president of instruction, a division dean, and two faculty members. The vice president of instruction and a faculty member were on the original team.)
	AB 1725 passes: Landmark legislation in California which instituted many community college reforms. Its prime focus was shared governance in educational policy and decision making.
	Some staff development funds under AB 1725 comes through: The bill specifies a certain amount based on attendance. The actual funding has continued to be half that stipulated in the bill.
	Faculty Senate and Staff Development Committee recommend Coordinator position. Both recognized that the new funding required a different focus and a bigger burden for the Staff Development Committee.
SPRING 1989	Coordinator position approved and Staff Development Committee begins implementing mandates of AB 1725.
APRIL 1989	**FIRST COLLOQUIUM**: Attended by a mixture of faculty, administration, classified and students. This was a two-day, off-campus event focusing on implementing shared governance. Discovered many people had the same concerns.
APRIL - JUNE 1989	Weekly follow-up meetings to draft a new shared governance policy which revolved around a representative recommending body to the President and the Board.

JUNE 13, 1989	Board passes shared governance policy. All segments of the campus polled the policy. It received overwhelming support from the entire campus.
FALL 1989	College Council began operation deliberating on educational policy for the main but holds to its charge of providing open access for any issue from any individual.
FALL 1989	Staff Development Committee completes revision of committee structure to ensure equal representation from classified, administration and faculty. Begins a series of mini retreats to determine its goals and objectives.
MARCH 1990	Joint Colloquium with Butte College and Yuba College under an Educational Leadership Colloquia grant. Confirmed the process for Sierra and provided a forum of comparison of the implementation of shared governance among the colleges.
AUGUST 1990	**SECOND COLLOQUIUM** with a focus on the mission and vision held at Donner Lake. Subsequently dubbed the "Donner Party." Reunions continue monthly to fine-tune the wording of a new mission statement.
FEBRUARY 1991	College Council hears a presentation regarding division restructuring. Concerns were raised regarding the use of the governance process in major decisions affecting the campus.
MARCH 1991	Staff Development Committee holds semi annual retreat to develop goals. Decide to focus on institutional team building for the remainder of the year. Proposed a third colloquium to get the members of the Executive Council, the College Council, and the presidents and vice presidents of each of the senates together for a role clarification session.
MAY 1991	**THIRD COLLOQUIUM** with a focus on clarifying the role of the College Council, the relationships of the Senates, and the decision-making responsibility of the Executive Council.

V BREAKOUT GROUP REPORTS

A. President's Cabinet

It was immediately agreed that the makeup of President's Cabinet is inappropriate for its role in the current governance process. The cabinet membership consists of management and supevisory personnel. There is no voting representation of faculty, classified or students on this cabinet. It was expressed that the management team makeup is inappropriate as the final recommending body, particularly on academic policy and issues effecting all constiuencies of the campus. Discussion turned to overhauling the governance process beginning with the elimination of President's Cabinet.

B. Budget Process

Staff members do not believe that they have adequate input into the budget process. There is currently no process for "pruning" or reducing current services/programs that are inefficient. There is a need to establish a process where staff is involved in determing capital outlay priorities and is aware of budget constraints. Recommendations for improvement included: better communication; a process for determing priorities; a system to retrain staff in the event programs and/or services are reduced; and the role of a planning committee in the budget process to prioritize staff and capital outlay needs. Further discussion included a recommendation that a body (college council?) composed of classified, students, faculty, and management meet jointly to determine a master list of recommendations to the President.

C. Hiring Process

Problems were identified in the areas of hiring criteria, process, policy, and affirmative action. These problems included such things as a lack of long range planning, lack of understanding of the rules and criteria and the resultant suspicion of various campus constiuencies of the entire hiring process. Further issues of orientation and mentoring of new faculty were discussed. Finally, inconsistencies in promotion and transfer were brought out. It was agreed to meet again on returning to campus to pursue solutions to these problems.

D. Overhaul of Overall Governance System

Two breakout sessions on governance were held. Both sessions came to essentially the same conclusion. It was time for an overhall of the current governance policy, beginning with the elimination of President's Cabinet from its current position in the structure. Proposals in both sessions included the formation of a College Council with representatives from each of the following constituencies: faculty, administration, classified staff, and students. Discussion turned toward who should develop such a new policy and the timeline. It was agreed that the colloquium participants would continue their dialoque on returning to campus. The Faculty Senate President was elected to facilitate the governance sessions. A date was set for the first meeting.

E. Communication

Though the group agreed that communication throughout the campus was more open and honest than it had been in the past, the following on going problems in communication were listed: poor communication in the areas of hiring decisions and budgeting practices; difficulty with new and increasing duties for the Associate Deans to act as the communication link to the divisions; after the fact information because of the lack of timing or planning; too much information causing overload phenomenon: issue of who needs to know; and the perceived lack of candor in communication. The group focused on information as the key to better communication, and expressed that open exchange is a vital factor in building and maintinging morale, and thus an important element in the success of the institution. A plan of action included reexamining the governance model with communication the responsibility of each recognized governance entity, and specific proposals for improving communication links.

F. Planning

This session dealt with the need for planning and the process of planning. The participants discussed the many facets of planning and how planning could be facilitated on the Sierra College campus. By the end of the session there was agreement that the District Planning Task Force, recently activated, should be the vehicle by which planning recommendations would be made.

G. Classified Senate

It was noted that the previous accreditation urged the formation of a Classified Senate, but that this had not been acted upon. The concensus was that the time was right to provide the leadership necessary to create this body. The Classified Senate would be the vehicle for improving interaction among concerned areas of the campus. Such a group would broaden the information base beyond the narrow scope of the bargaining process while giving a uniform and regular procedure for communication with the classified staff. It was felt that the formation of a Classified Senate would positively effect morale by recognizing the vital role classified employees have in the institution. Plans were made to meet with the President/Superintendent upon returning to campus to discuss the formation of a Classified Senate.

VI EVALUATION

Colloquium participants were asked to evaluate the colloquium in terms of planning, facilities, staff and outcomes. These evaluations were extremely positive in all areas. The following comments were typical of these evaluations.

Planning

"Excellent planning. It came off very well!"
"Information was made available in a timely and well organized manner."
"A little vague as to what we would be aiming to do, but that just built flexibility into the process which turned out to be excellent. In other words, not being pre-programmed was a real plus."
"Generally quite good -wished to see an example of a position paper included in the package to participants."
"Everything that needed to be done was done."
"Good planning. The papers were a useful focus. I can't imagine the outcomes could have been totally foreseen, but if they were, the planning was brilliant!"
"A little more definition is what I am used to, but I now feel coming with no preset agenda really made it work."
"Well organized."
"Smooth and well coordinated."
"...I was really in the "dark" about why we were doing this- (probably good)"

Facilities

"Excellent choice of facilities: Accommodation, food, and environment."
"Very nice, but last room too small for group."
"Excellent food and refreshments."
"Superb! Couldn't be better."
"Great a wonderful setting for this type of experience."
"They were great."

Staff

"Dedicated and energetic"
"Confident and not overly directive"

"A good balance"
"Excellent, can't praise enough for efforts and planning."
"Facilitator Mike and the Sierra coordinating staff made an enormously difficult undertaking look and feel "easy" Always behind the scene, but always working to make everything smooth."
"The right mix of fire and reserve."
"Superb. Mike couldn't have been better. Same for everybody else."
"Warm, friendly, and very helpful."
"Very good. Unobtrusive but effective."
"Mike did an excellent job as did each of the facilitators. Each person had opportunity to express him/herself on the various issues."

Outcomes

"The most obvious outcomes have to be a real sense that governance can be shared and that we do all have a common goal"
"Great beyond my dreams. I feel a sense of community and redirection to be part of the 'solution'."
"I am extremely pleased with the outcome reports from all 8 Friday working groups. I am sure they will all lead to positive change in our college in the next difficult years. The process worked very well"
"Concrete dates set and action plans formulated - can't wait to get started next week!"
"So cleansing. Stuff I guess we've all been waiting to say is now said —with effect.
"It's not often that an institution gets to wipe the slate clean and start afresh. We have this opportunity and will capitalize on it!"
"I was surprised at the positive outcome and the developed closeness of the group. I was skeptical and unsure of what to expect but have 'renewed' faith in the college! Hurrah!"
"About 400 % more (in amount and quality) than I had hoped for."
"The unification of participants which broke down barriers and opened communication lines were the best outcomes for me. The direction for overhauling governance leading toward more effective fulfillment of institutional objectives"
"The students are in good hands."
"Opened many new areas for honest dialogue and should enable more face-to-face constructive criticism. Finally, a start for the recognition and respect for classified staff. All segments were able to have their concerns aired.
"Very happy with the outcome which provides the groundwork for refinement. The group really work together and try to achieve one objective; a better shared governance model."
"I can only see positive results ahead. Its nice to know there's a good support group out there."
Very much encouraged by the results of this seminar. A very rich and positive experience for me and I was very much appreciative of being able to attend.
Truly amazing in the very best sense. More progress in 2 days in the area of communications than I've seen in 12 years on campus. Trust and sharing-"
"Met all my expectations with respect to governance model, identification of problems and solutions, and increased understanding of people and roles at Sierra College. Tremendous development of a sense of community/Sierra College Family."
"Three cheers! How could we have improved on this. It's hard to imagine."
"We more than met our expectation of goals. Formed an alliance of trust- Set a direction for the future - Developed a promise from each other to make the process work.
"Positive attention was given to the problems that were raised. A spirit of cooperation was evident throughout. If a concerted effort is made, this spirit can become campus wide."
"The College Council idea and the immediate forming of a task force on the governance model has been an unexpected outcome. I have been amazed at the common concerns coming from all factions, and at the true open communication toward addressing them...and the willingness to work hard toward shared governance."

VII OUTCOME

The most tangible outcome of the colloquium has been the development and approval of a new governance policy for Sierra College. This policy recognizes the importance of the participation of all constituencies of the college in the governance process. It supports and acknowledges the formation of both a Classified Senate and an Administrative Senate to represent those constituencies in governance. A further outcome, therefore, is the progress in the formation of these two senates. The new governance process has also been designed to address the issue of communication. The new model allows for both more direct access and for a clearer flow of responsibility for the newly formed senates to communicat both to and from their constituencies. Very important, but less tangible outcomes include a new sense of trust and openness, and an understanding that the concerns of the college are shared by all. These changes in attitude, perception, and communication will better enable the new governance policy to work.

Following the colloquium, the participants continued to meet weekly for the next six weeks rewriting the governance policy. The meetings were facilitated by the Faculty Senate President using the process of concensual agreement. The first two meetings included dinner, which helped to maintain the special mood of the colloquium. The participation of the college President in several of these sessions was extremely helpful in maintaining the sense of openness, shared concerns, and administrative support of the process. The sessions continued to have a good balance of constituencies, though students did not continue in the last several meetings.

The policy, as finally agreed upon by these colloquium participants, was polled of all full time faculty, administrators and classified staff. There was overwhelming support for the policy. The policy was supported unanimously by each current governance body. It was recommended by the President for approval by the Board of Trustees where it was unanimously approved at their June 13 meeting.

Work on developing the constitution for the Classified Senate and Administrative Senate is well along the way. Other concerns including hiring policy and procedures, district planning, and the budget process which all came clearly to light at the colloquium continue to be addressed in campus committees. As new policies are developed in these areas, they will be brought before the new College Council for discussion and recommendation for action.

These all represent very positive outcomes of the colloquium process for Sierra College. The process, as demonstrated and supported by the Leadership Colloquia, was not only timely, but extremely helpful in facilitating the changes desired and sought after by our college.

YOUR VISION FOR SIERRA COLLEGE

- That we keep abreast of technology.
- Remains an integral part of the community in answering its needs.
- Elimination of lines in registration and keeping students from going through hoops.
- Forum for discussion of ideas; i.e., role of art in society, the environment, leaders by example.
- Giving an opportunity to discover their strengths, wants, and needs and then give them the tools.
- Highest demand courses being offered on video tape.
- Educational telecommunications center for Nevada and Placer Counties.
- Keep the country atmosphere regardless of size.
- Viewed as the primary source of education in the area.
- Keep abreast of things and learn how to market resources.
- Return to a sense of community no matter where we live. Focus of education in the community.
- Fill those cracks that the students fall through.
- Maintain its commitment to provide for the needs of the community--especially remediation. .
- Become the flagship of the California Community Colleges in the same vain as Miami-Dade.
- Do not lose sight that we are a family; we care.
- Hums from 7 a.m. to 11 p.m.
- Ability to produce students who are able to find their way in the world.
- To be the rudder of that ship. Keep up with the demands of Admissions and Records and not be in the way of innovation.
- Win the lottery and build a social science office that has a space for the Administrative Secretary that is a minimum of 20' x 20'.

- We don't lose our personal and caring touch.
- Keep working closely together.
- We have faculty and students and hope we have the facilities in the year 2000.
- Bring P.E. off the hill.
- Hope is the college disbands -- With some of its conventional mode of thinking whereby there is only a 50-minute period time to show up in the rooms.
- Provide quality educational programs that can be accessed by anyone and that the same quality exists throughout the District.
- Be able to provide not only ongoing education for two-year transfer but to continue the proactive programs to allow the graduates to enter into the work force.
- Out of the C Building rubble would emerge a three-story building with a lounge for staff and nice classrooms, closets, and a RESTROOM.
- Provide opportunities like this for all of us to get together to know each other and to bring the experiences back to the college.
- Great institution with a good solid academic plan as well as facilities to support the plan out of the rubble of the outdated buildings.
- Sense of planned growth with flexibility.
- Maintain its heritage of a rural college with a commitment to ecology and provide education in other parts of the community.
- Care for having the individual in the process.
- Achieve a higher level of educational service that we now conceive as possible.
- Institutional commitment to quality education and making sure that everyone is allowed to be the best they can. Getting rid of the levels. Abolish the percentage wage increases.
- Continue to be known locally for our caring, dedicated, accessible staff while becoming known nationally for our innovative, quality programs including the coordinated center for the arts, communications studies, graphics, video, photography and telecommunications.

REPORT TO THE SIERRA COLLEGE BOARD OF TRUSTEES
WORDS REPRESENTING THE OUTCOMES OF THE
MISSION AND VISION COLLOQUIUM

- COMMITMENT TO EXCELLENCE
- COMMITMENT TO THE COLLEGE
- COMMITMENT TO THE COMMUNITY
- CAMARADERIE
- DEDICATION TO SIERRA COLLEGE
- WELL REPRESENTED
- JIM BUSH
- ABSTRACT TO CONCRETE
- THANKS FOR YOUR SUPPORT
- IMPORTANCE OF THE EFFORT
- RESPONSIBILITY TO KEEP THINGS GOING
- RESPONSIBILITY TO THE STUDENTS
- SENSE OF FAMILY
- ENERGIZING
- RENEWAL
    - GOING BACK TO THE INSTITUTION
- PARTNERSHIP WITH COMMUNITY
- SHARED VISION

BOARD POLICY No. 2230

Sierra Community College District

Section: Administration	**Adoption Date:** 05-14-85
Classification: Administration Operations	**Revision Date(s):** 06-02-89

SUBJECT: COLLEGE GOVERNANCE (SHARED GOVERNANCE)

This policy should be seen as one of three complementary processes which function within the college--(1) the administrative process, which deals with the operations of the college within established policies and procedures; (2) the collective bargaining process, which deals with contractual matters and working conditions as defined by the collective bargaining law; and (3) the shared governance process described below, which reviews and recommends to the President policies and regulations of the college that affect all aspects of the college community.

I. Purpose

Provides (1) the process for shared development of policies and regulations; (2) the means through which all membership of the academic community--students, faculty, administration, and classified--can participate effectively in the orderly growth and development of the college; and (3) the coordination of the functioning of college-wide standing committees, academic standing committees, and task forces.

II. Structure

The attached chart illustrates the governance structure. A description of each major component follows below:

A. College Council

1. Purpose: To convey to the President the views of the campus community on matters relevant to the orderly functioning of the College; to share in decision making by advising the President in the development of procedures and policies of the college; and to assist in disseminating and interpreting policy, regulations, and procedures to the various segments of the college community.

References: Education Code Sections 71079, 72233, 72292, 72406
CAC, Title 5, Section 53200 et seq.
Administrative Senate Constitution
Classified Senate Constitution
Faculty Senate Constitution

2. Access to Council: Access to the College Council is available to all constituencies, committees, staff members, and students. The form of approach to the Council from all groups and individuals will be through submission of minutes and/or position papers.

3. Recommendations

   a. All actions and recommendations of the Council will be communicated to its constituencies in the form of full minutes. These minutes will reflect full discussion, particularly to convey pro and con positions.

   b. Actions and recommendations of the College Council will be forwarded to the President. If the President rejects or modifies a recommendation of the Council, reasons for such action will be communicated to the Council.

4. Membership by Constituency

   a. Five (5): faculty

   b. Three (3): classified employees

   c. Three (3): administrative, supervisory, and confidential employees

   d. Two (2): students

   e. One (1): Executive Council (non-voting)

5. Selection: The process for selection will be determined by each constituency. The selection process must include a method of recall.

6. Selection Method and Term of Office: Members of the College Council will be selected no later than the last Friday in January to serve a fiscal year term (July 1-June 30). Each representative body will determine a method of staggering terms and the length of term for its members. In no case will a term exceed six consecutive years.

7. Release from Duties: It is recognized that released time may be required for College Council membership.

B. Faculty Senate

1. Purposes: To provide the faculty with a formal representative voice in determining institutional policies, procedures, regulations, and to provide the President of the college through the College Council with recommendations and views on any matter affecting the conduct and welfare of the college.

2. Membership: 9 faculty representatives, elected at large (subject to change with review of Senate Constitution).

3. Chair: Elected each year according to the Constitution.

C. Associated Students

1. Purpose: To represent the students as a consultative body to the College Council on all professional and academic matters affecting the campus/students.

2. Membership: 12 members--6 elected and 6 appointed by the ASSC President

3. Chair: President of the Associated Students of Sierra College

D. Classified Senate

1. Purposes

a. To provide the classified staff with a formal representative voice in determining institutional policies, procedures, and regulations.

b. To provide the President of the College with recommendations and views on matters affecting the conduct, welfare, and growth of the College.

c. To enable the Senate through the governance structure to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare, and growth of the College.

d. To promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students, and other interested person(s) having to do with the conduct, welfare, and growth of the college.

2. Membership: Any person who is a member of the classified staff and is eligible to vote may be a member of the Senate (Senate member, Senators of the Classified Senate).

3. Chair: To be elected according to the Constitution.

E. Administrative Senate

1. Purposes
   a. To provide the managers, supervisors, and confidential employees with a formal representation in determining institutional positions, policies, regulations, and procedures.
   b. To provide the College Council and Sierra College President/Superintendent with recommendations and views on matters affecting the conduct and welfare of the college.
   c. To promote communication and mutual understanding among the students, faculty, classified staff, Board of Trustees, administration, and other interested person(s) concerning the welfare and growth of the college.

2. Membership
   a. All personnel designated management, supervisory, or confidential shall be the constituents of the Senate.
   b. For purposes of this Senate, the following positions shall be excluded: President/ Superintendent and Vice Presidents/Assistant Superintendents of Sierra College.
3. Chair: Elected each year according to the Constitution.

F. Committees

1. Committees will fall under one of the categories described below. These categories are intended to provide a structure for committee work within the college. New committees may be created after consultation with and/or action by the College Council and appropriate campus body(ies) and placed within the structure.

2. With the exception of matters relating to grievances or other confidential material, all committees formed under these categories are to keep minutes and forward them to the College Council and to a file to be established for this purpose in the Library.

3. In the spirit of shared governance, committees should have broad representation of all constituencies where appropriate.
   a. Academic Standing Committees are primarily faculty committees, seating faculty, students, classified, and administrators. These committees deal with matters pertaining to educational programs and services. These committees report to the College Council on regular business. On policy and regulations, they report through the Faculty Senate to the College Council. In all cases, they communicate with the Senate.
   b. Administrative Standing Committees discuss and act on administrative and operational issues. These committees report to the President through the Executive Committee or to the appropriate administrator. On policy and regulations, they report through the Administrative Senate to the College Council.
   c. Classified Standing Committees are concerned with issues affecting the classified staff. On issues of policy and regulations, they report through the Classified Senate to the College Council.
   d. College Standing Committees are committees concerned with college-wide matters. Generally, these committees have a balanced number of members from all constituencies.
   e. Ad Hoc Committees exist in policy and are convened on an as-needed basis. Such committees are Student Discipline and Student/Faculty Complaint Process. These committees report as determined by policy.
   f. Task Forces
      (1) Task forces are created to meet specific purposes relating to broad-based academic and professional matters. All task forces are subject to review once a year.
      (2) The task force will be composed of representatives from the appropriate body or bodies in the college community and will elect a chair from its membership.

(3) Task forces are created in the following fashion:

(a) At the direction of the President;

(b) At the request of the Faculty Senate, the Classified Senate, the Administrative Senate, and/or the ASSC in consultation with the College Council; or

(c) At the request of the College Council.

g. Bargaining Related Committees deal with matters subject to collective bargaining and report to their respective bargaining units.

G. Individual Access

To insure open access and to promote communication within the college community, any individual or group may submit concerns to the Council. (See Process)

III. PROCESS

A. The above groups will operate under Robert's Rules of Order.

B. All meetings with the exception of personnel, negotiations, and litigation sessions are open to all members of the college community.

C. The College Council will ordinarily generate its agenda through consultation with its appropriate constituent bodies and through reports and recommendations of the college committees and/or task forces. In addition, any individual or group may submit concerns to the Council in the form of written position papers to be placed on its agenda. These papers will be reviewed, discussed, and acted upon or forwarded to the appropriate body(ies) for further study.

D. When any issue requiring action is presented to the College Council, the Council, before hearing the issue, will provide a response period sufficient to allow for comment from all constituents. Council representatives may waive their rights to the response period.

E. Recommendations from committees shall be forwarded to the appropriate Senate and College Council. Should the College Council reject the recommendation of a committee, the following shall occur:

1. The College Council or representatives shall consult with the committee from which the recommendation emanated in an attempt to resolve any differences;

2. In the event an agreement cannot be reached, the College Council or representatives shall meet and consult with the appropriate Senate in an attempt to resolve the differences;

3. In the event an agreement is not reached in #2 above, the College Council is recognized as the final recommending authority to the President. Academic issues are subject to the meet and confer privileges of the Faculty Senate under Title V.

F. Recommendations from task forces shall be forwarded to the President, College Council, and appropriate body(ies). Should the College Council reject the recommendation of a task force, one or all of the following will occur:

1. The College Council or representatives shall consult with the task force from which the recommendation emanated in an attempt to resolve any differences;

2. In the event an agreement cannot be reached, the College Council is recognized as the final recommending authority to the President subject to the meet and confer privileges of the Faculty Senate under Title V if such privileges apply.

G. Appeals

1. If an individual or committee decides to appeal the recommendation of a committee or task force, that appeal shall be directed to that body.

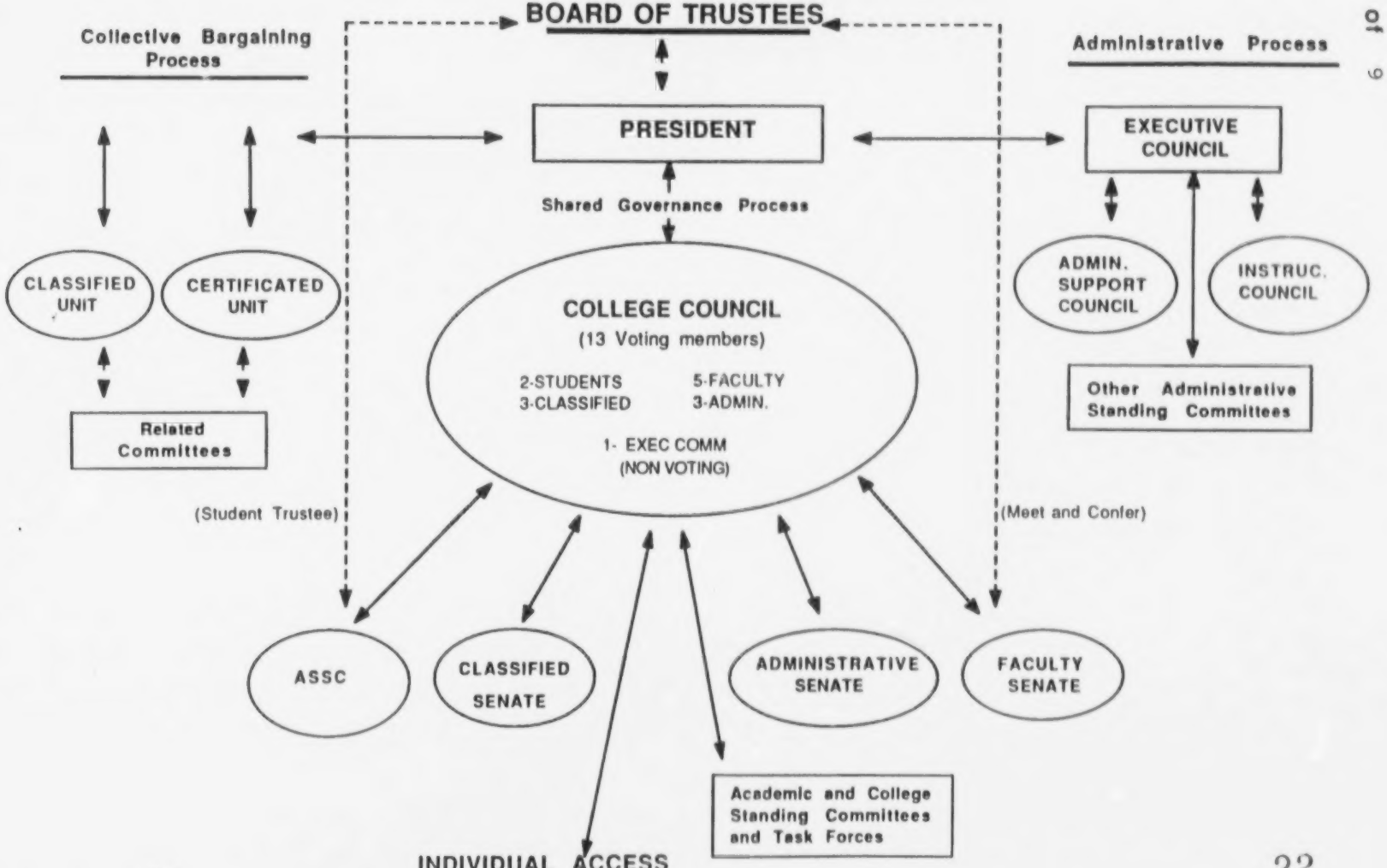
2. If the appellant is dissatisfied with the results of appeal, a request for a hearing may be made to the College Council.

3. The College Council shall hear the appeal including all supporting evidence provided by the academic committee or task force whose decision is being appealed.

4. The recommendation of the College Council will be forwarded with all arguments to the President for a final decision.

5. Any action of the College Council may be appealed directly to the President.

SIERRA COMMUNITY COLLEGE GOVERNANCE MODEL



CONSTITUTION OF
SIERRA COLLEGE ADMINISTRATIVE SENATE
(August 31, 1989)

Article I - NAME

The name of this organization shall be "The Sierra College Administrative Senate." (Hereafter referred to as the "Senate".)

Article II - MEMBERSHIP

Section 1. All personnel designated management, supervisory or confidential shall be the constituents of the Senate.

Section 2. For purposes of this Senate, the following positions shall be excluded: President/Superintendent and Vice Presidents/Assistant Superintendents of Sierra College.

Article III - PURPOSES

Section 1. To provide the managers, supervisors and confidential employees with a formal representation in determining institutional positions, policies, regulations and procedures.

Section 2. To provide the College Council and Sierra College President/Superintendent with recommendations and views on matters affecting the conduct and welfare of the college.

Section 3. To promote communication and mutual understanding among the students, faculty, classified staff, Board of Trustees, administration, and other interested person(s) concerning the welfare and growth of the college.

Article IV - OFFICERS AND ADMINISTRATIVE BOARD

Section 1. The officers of this Senate shall be President, Vice President, and Secretary.

Section 2. The officers shall constitute the Administrative Board. The immediate past president shall serve as ex-officio member of the Administrative Board.

Section 3. The Administrative Board shall

a. Conduct all business of the Senate between general meetings;
b. Be responsible for maintaining communications with all segments of the Sierra Joint Community College District;
c. Approve all standing committee appointments.

Article V - NOMINATION AND ELECTION OF OFFICERS

Section 1. Nomination of officers shall be made by the Nominations/Election Committee appointed on or before November of each year. The report of the Nominations/Election Committee shall be presented at the January meeting of the Senate. Additional nominations may be made from the floor.

Section 2. The Nominations/Election Committee shall consist of three members appointed by the Senate. At least one member of the Committee shall be supervisory/confidential employees.

Section 3. The officers shall be elected annually by a majority vote (secret ballot) of the membership in the month of January. A written, signed and dated proxy is acceptable as an official ballot.

Section 4. No officer shall be eligible to hold the same office for more than two (2) consecutive terms.

Section 5. Newly elected officers shall assume office immediately following the January meeting.

Section 6. When a vacancy on the Administrative Board, other than the President, occurs between elections, the Board shall fill the vacancy. Such appointee shall serve for the remainder of the term.

When the presidency becomes vacant, the vice-president shall serve as the president for the remainder of the term. The vice-presidency then shall be filled in the manner described above.

Article VI - DUTIES OF OFFICERS

Section 1. The President shall

a. Serve as chief executive officer of the Senate;
b. Call and conduct meetings of the Senate;
c. Serve as chairperson of the Administrative Board;
d. Appoint all members of standing and temporary committees as provided by the Constitution;
e. Communicate positions of the Senate to the College Council and President/Superintendent;
f. Be an ex-officio member of all Senate Standing committees;
g. Inform Senate membership of all pertinent developments affecting the constituency.

Section 2. The Vice-President shall

a. Serve as the initial organizing chairperson of all temporary committees;
b. Assist President in preparing programs for Senate meetings;
c. Preside at any special or general meeting of the Senate or Administrative Board in the absence of the President;
d. Serve as President in the absence of, or resignation of the President;
e. Be responsible for the social activities of the Senate;
f. Assist in the promotion of Senate activities as requested by the President.

Section 3. The Secretary shall

a. Keep the minutes of meetings of the Senate and the Administrative Board;
b. Be responsible for notifying members of all meetings called for the transaction of business by the Senate;
c. Be responsible for distributing newsletters, bulletins, etc., to Senate members.

Section 4. The Immediate Past President shall

a. Serve as an ex-officio member of the Administrative Board;
b. Serve as consultant to President in Senate governance;
c. Substitute for the President as the ex-officio member of all Senate Standing committees when requested by the President;
d. Assist in promotion of the Senate activities as requested by the President.

Article VII - REPRESENTATION ON COLLEGE COUNCIL

Section 1. Three members of the Senate shall be seated on the College Council. At least one of these representatives shall be a supervisor/confidential employee.

Section 2. Nomination and election of Council representatives shall follow the procedure as described in Article V, Nomination and Election of Officers, where applicable, and notwithstanding languages in this Article VII.

Section 3. Newly elected representative shall assume office immediately as the current term expires.

Section 4. The terms of the representatives shall be for three(3) years. (Exception: For the first election, one representative will be serving a one-year term, one representative will be serving a two-year term, and one representative will be serving a three-year term. The election process shall be specific as to which office will serve a one, two, or three-year term. This creates staggered terms and only one representative will be elected annually thereafter.)

Section 5. No representative shall be eligible to hold the office for more than two (2) consecutive terms.

Section 6. The College Council Representatives shall

a. Carry out the purposes of the Senate as stated in Article III, representing membership of the Senate;

b. Communicate positions of the Senate to the College Council and Sierra College President/Superintendent;

c. Inform Senate membership of all pertinent developments affecting the constituency;

d. Be authorized to vote on behalf of the Senate on issues presented to the College Council.

Article VIII - COMMITTEES

Section 1. The Standing Committees of the Senate shall be: Personnel, Legislation, and Finance. There shall be at least one supervisory/confidential employee on each standing committee.

Temporary committees shall be appointed by the President as necessary to maintain effective operation within the Senate. One of the temporary committees shall be the Nominations/Elections Committee.

Section 2. General duties of Standing Committees

a. Be responsible for keeping abreast of developments in each respective field within the District and the State;
b. Report at Senate meetings regarding State legislative actions;
c. Undertake studies and make recommendations to the Senate President.

Section 3. Personnel Committee: (specific duties)

a. Continually review administrative structure of the District office and campuses and make pertinent recommendations;
b. Make recommendations regarding personnel policies of the District;
c. Recommend professional development activities.

Section 4. Legislation Committee: (specific duties)

a. Continually review legislation related to community colleges and make appropriate recommendations for Senate support or opposition;
b. Produce a newsletter for Senate members.

Section 5. Finance Committee: (specific duties)

a. Continually review policies and procedures of the Sierra Joint Community College district related to finance and make appropriate recommendations;

Section 6. Nominations/ Elections Committee: (specific duties)

a. After November 1 of each year, review Senate membership for possible candidates for office in accordance with Constitution;
b. Obtain candidates' consent for nomination;
c. Prepare a list of candidates and distribute to the membership in December of each year;
d. Prepare ballots for January election;
e. Conduct election in January.

Article IX - MEETINGS

Section 1. Regular Senate meetings shall be held at least four times in the fiscal year. Senate meeting to elect officers shall be held in January.

Section 2. The President, with approval of the Administrative Board, may call special Senate meetings.

Section 3. The President must call a special Senate meeting upon the written request (petition) of twenty-five percent (25%) of the Administrative Senate membership.

Section 4. Except in emergencies, a five working day notice must be given to all membership preceding all meetings of the Senate.

Article X - QUORUM

Section 1. Members attending shall constitute a quorum at any regular or special meeting of the Senate.

Section 2. A majority of the Administrative Board shall constitute a quorum at Administrative Board meetings.

Section 3. No action of the Administrative Board shall be binding on the Senate unless submitted to the regular membership for ratification. Actions and positions taken by the Senate shall be by majority vote.

Article XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern the Senate in all points not expressly provided for in this Constitution.

Article XII - RECALL

Section 1. Officers or College Council Representatives may be recalled.

Section 2. A written petition shall be signed by one-third of the membership of the Senate and submitted to the Secretary of the Senate.

Section 3. Upon receipt of the petition, the Administrative Board shall call a special meeting of the membership to discuss the recall and poll the membership within ten calendar days.

Section 4. If a majority of the membership supports the recall, the office shall be declared vacant and within ten calendar days the Nominations/Election Committee shall proceed according to Article V or Article VII, as appropriate, to elect a member to fill the unexpired term.

Article XIII - AMENDMENTS

Section 1. The Constitution may be amended by initiative procedure only.

Section 2. A written petition to amend shall be signed by one-third of the membership of the Senate and shall be submitted to the Secretary of the Senate.

Section 3. Upon receipt of the petition, the Administrative Board shall distribute the proposed amendment to the membership, call a special meeting and poll the membership within one month.

Section 4. If approved by a majority of the membership of the Senate, the amendment shall become effective on a date stated in the amendment.

Section 5. Results of the balloting shall be announced within ten calendar days after the election.

Date amended: _____

_____
Senate President

_____
Secretary

LL/amg
ADMINSEN.001

CONSTITUTION

OF THE

SIERRA COMMUNITY COLLEGE

CLASSIFIED SENATE

(as revised April, 1991)

Article I

NAME

Section 1. The organization shall be known as the Classified Senate, hereinafter referred to as the Senate.

Article II

PURPOSES

Section 1. To provide the classified staff with a formal representative voice in determining institutional policies, procedures and regulations.

Section 2. To provide the President of the College with recommendations and views on matters affecting the conduct, welfare growth of the College.

Section 3. To enable the Senate through the governance structure to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare and growth of the College.

Section 4. To promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students, and other interested person(s) having to do with the conduct, welfare and growth of the College.

Article III

ELECTORATE

Section 1. The electorate (hereinafter referred to as the classified staff) shall be limited to all classified staff members of Sierra College. A classified staff member is one who is hired by the Sierra College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position..

Section 2. In special instances the Senate may make specific interpretations as to who may be members of the electorate. It is the general intent and spirit of the Classified Senate to represent its electorate which primarily consists of employees not represented by other recognized Senates at the College.

Section 3. While casual employees of the District are not formally considered classified employees, they are encouraged to bring topics of concern to the Senate at anytime. The Senate can represent the concerns of this group as needed for the benefit of the College.

Article IV

MEMBERSHIP

Section 1. Any person who is a member of the classified staff and is eligible to vote (see Article III) may abe a member of the Senate (Senate member, Senators of the Classified Senate).

Article V

ELECTION PROCEDURE

Section 1. The Chair of the Senate shall annually appoint an election committee chaired by a Senator. The Election Committee Chair may not concurrently be a senatorial candidate for the upcoming term.

Clause 1. The election of Senators shall be held annually during the first seven calendar days following the end of Spring break.

Clause 2. Senate policy shall designate specific election procedures, time, and polling place.

Clause 3. Any qualified voter may appeal alleged election irregularities to the Senate.

Clause 4. Elected Senate members shall take office June 1.

Clause 5. In the event of a Senate vacancy for an unexpired term, the Senate shall take timely steps as necessary to fill the vacant seat by special election.

Section 2. Senate members shall represent the classified staff.

Clause 1. Each Senate member shall be elected from and be responsible to a specific classified staff functional cluster.

Clause 2. Classified staff shall group themselves into functional clusters for the purposes of electing Senate members and being represented during the conduct of Senate business.

Clause 3. Organization of functional clusters shall reflect the needs of classified staff to adequately communicate between each other and their representative (Senator). These clusters do not necessarily conform to other District groupings of classified staff. To encourage communication across conventional labor associations, it is recommended that no functional cluster consist of electorate, supervised by a single immediate manager or supervisor.

Clause 4. Each classified staff member may, independently, choose or change cluster membership in order to obtain better representation. Changes of affiliation for other reasons may not occur more than once per year. Written notification of the intent to change cluster affiliation shall occur within 30 calendar days of date of hire.

Clause 5. The Senate may elect, with a two-thirds majority vote, to change the functional clusters as needed to keep current with changes in the College's classified staff positions. Any change in functional clusters must be ratified by a simple majority vote of the classified staff belonging to the specific groups being

modified. Ratification by the classified staff concerned must occur within thirty calendar days of the Senate's vote or the change does not occur.

Clause 6. A listing of the current functional clusters shall be attached to the Constitution (see Appendix Section), yet is not to be considered a part of the Constitution.

Section 3. Members of the classified staff shall be nominated for a term in the Senate:

Clause 1. by accepting or actively seeking nomination within a cluster and by a simple majority vote of the cluster members.

Article VI

ORGANIZATION

Section 1. The Senate shall consist of nine members, each of which are elected by a functional cluster of classified staff. A tenth non-voting, honorary member for short-term employees may be reserved as needed. The Senate shall determine how best to fill the honorary position for short-term employees.

Section 2. Members of the Senate shall serve terms of two years. The terms shall be staggered. (See Article X)

Clause 1. If necessary, each Senator may choose an alternate within the same functional cluster to cover planned absences. Such absences should not be frequent, but senatorial substitutions will allow for continued operation of the Senate as well as meeting occupational demands.

Clause 2. Alternate Senators shall have all the rights and privileges necessary to conduct the business of the Senate.

Clause 3. Senators experiencing prolonged absences or changes in personal status may resign. Thirty calendar day notice is recommended in order to allow Senate to fill pending Senate vacancy.

Section 3. Members of the Senate shall be eligible for re-election. However, no member shall serve more than two consecutive two-year terms without spending at least two years out of the Senate.

Section 4. The officers of the Senate shall include but not be restricted to a Chair, Vice-Chair, and Secretary/Treasurer.

Clause 1. These officers shall be elected by a simple majority of the Senate-Elect at the first regular Senate meeting immediately following the seating of new Senate members.

Clause 2. The officers shall serve terms of one year, but shall be eligible for re-election to the same position only once during any uninterrupted holding of a Senate seat.

Section 5. A simple majority of the Senate members (not including honorary members) shall be considered a quorum.

Section 6. The Chair of the Classified Senate shall be known as the Classified President, who shall serve in honorary functions and also serve as spokesperson for the official opinion of the classified staff, or may delegate that duty.

Section 7. As necessary to carry out the business and daily operation of the Senate, each Senate shall determine and meet its own organizational needs providing that its actions do not conflict with the Articles of this Constitution.

Article VII

POWERS, CONCERNS, AND RESPONSIBILITIES

Section 1. The Senate shall of its own determination concern itself with each or all, but not limited to, the following. This section in no way limits the bargaining agent where authorized by statute. The Senate shall transfer appropriate topics of concern to the bargaining agent as necessary with or without recommendations.

Clause 1. Professional Concerns (rights, responsibilities, etc.).

Clause 2. Professional Standards (minimum qualifications, job requirements, professional competence, educational needs, accreditation, etc.).

Clause 3. Professional Personnel Policies (recruiting, selecting, evaluating, assignments, workload, promotion, retention of competent staff, classified staff development, etc.).

Clause 4. Academic Policies (curriculum, admissions, records, special honors, retention of students, articulation, etc.).

Clause 5. Student Policies and Procedures (conduct, discipline, activities, special services, general needs, registration, evaluation, fees, requirements, etc.).

Clause 6. Educational, Business and Other Operational Expenditures (state funding, budget planning, capital outlay, general fund allocation, utilization, etc.).

Clause 7. Staffing Needs and Support (staff utilization, growth needs, personnel support, staff employment, etc.).

Clause 8. Instructional, Student and Administrative Support Services (library, audio-visual, instructional facilities, maintenance and use of campus facilities and grounds, etc.).

Clause 9. Instructional Philosophy and Student Needs (college goals, mission, and objectives, effects upon students and staff, community relations, program evaluation, etc.).

Clause 10. Campus Decisions and Actions that Affect Students and Staff (instructional, administrative and other actions, daily operation of the college, registration, grading, fees, etc.).

Clause 11. District and Specific Area Long Range Planning.

Clause 12. Governance Committee and College Council Representation (by classified staff members).

Clause 13. District Communication Activities (procedures to enhance levels between all members of the college community).

Section 2. It shall be the responsibility of the Senate to express its views and recommendation to the College President.

Section 3. It shall be the responsibility of the Senate, after due consideration, to express to the Board of Trustees the official opinion of the classified staff. Due consideration shall require:

Clause 1. polling by secret ballot.

Clause 2. a simple majority consensus of the classified staff.

Clause 3. notification of the College President prior to officially expressing Senate's opinion before the Board of Trustees.

Section 4. It shall be the responsibility of the Senate to express its views and recommendations to the College Council, Academic Senate or any other college governance body as needed.

Section 5. It shall be the responsibility of the Senate to express its views and recommendations back to all classified staff in order to keep its electorate informed of its actions and current issues and to improve overall communication between the electorate and other staff members.

Section 6. The Senate will make all classified staff appointments to the College Council and all committees dealing with issues of campus interest. The Senate shall determine selection and other procedures as necessary to accomplish this responsibility.

Section 7. The Chair and/or Vice Chair of the Senate shall attend, in person or by proxy, all Board of Trustee meetings. The Chair may delegate that duty.

Section 8. The Senate shall be available to act as a consultative body to the President of the College in any matter affecting the conduct, welfare and growth of the College and its students.

Section 9. The Classified Senate may raise funds for special events, activities and expenses as needed to carry out the purposes of the Senate. The Senate in cooperation with the District shall determine the best handling of the Senate's funds.

Article VIII

PROCEDURES

Section 1. Any member of the College community (college staff, students, and district residents may recommend a matter for listing on the Senate agenda by a signed, written notice given to the Senate's Chair or to any current Senate member.

Section 2. The President of Sierra Community College is a regularly invited visitor for the purposes of bringing matters of importance to the Senate for discussion. The first agenda item of each regularly scheduled meeting shall be held open for the President's use as needed to apprise the Classified Senate on current items and issues of importance to the College. Prior notice for listing on the Senate agenda shall not be required of the President.

Section 3. It is recommended that the Senate meet on a regular, semi-monthly schedule in order to be available to the campus community and insure consistency and continuity of the organization. The Senate shall determine and set meeting times and frequency in order to best meed the needs of the classified staff and the District.

Section 4. The Senate shall distribute reports of its meetings and actions. The Chair may call meetings of the electorate for informational purposes.

Section 5. Special meetings of the Senate may be called at the Chair's discretion, or when requested in writing by a majority of the members of the Senate.

Section 6. If a vacancy occurs due to death, resignation, etc., the Chair shall proceed within thirty calendar days in accordance with Article V to fill the unexpired term. The Chair may delegate this responsibility to expedite filling the Senate position.

Section 7. The Senate may adopt by-laws and/or special provisions to establish rules of procedure for implementing the intent and purpose of this Constitution. The Senate may elect to conduct business by the consensus method (general agreement) or by Robert's Rules of Order.

Section 8. The Senate may have standing committees and may define and limit the powers and duties of these committees. The Senate may form special committees as it deems necessary.

Section 9. Any four Senators may request a meeting of the electorate if they feel the Senate's actions or inactions need electorate consideration. The Chair must call such meetings and announce the purposes. The meeting must be called within fourteen calendar days of the request.

Section 10. All current Senators and newly elected Senators awaiting to take office shall receive a personal copy of the Senate's agendas, minutes and other current information prior to, and during their terms of office.

Article IX

AMENDMENTS AND RECALL

Section 1. The Constitution may be amended by initiative procedure only.

Clause 1. A petition to amend the Constitution shall be signed by twenty percent (20%) of the classified staff, or shall be signed by two-thirds of the Senate members, and shall be presented to the Senate Chair.

Clause 2. Upon receipt of the petition, the Senate shall distribute the proposed amendment to the entire classified staff within thirty calendar days.

Clause 3. If approved by two-thirds of the classified staff, the amendment shall become effective on a date stated in the amendment.

Clause 4. Results of the balloting shall be announced within ten regular calendar days after the election.

Section 2. Senate members may be recalled by their constituents for reasons of due cause including but not limited to: excessive absences from Senate meetings, non-participation in the assigned duties of a Senator, non-representation of area concerns, or misconduct. Senators may be recalled:

Clause 1. by a petition signed by a majority of the classified staff belonging to a specific representative area (functional cluster), wishing to recall their Senator and presented to the Senate Chair; and

Clause 2. upon receipt of the petition, the Senate shall inform and poll the classified staff within the functional cluster within fourteen calendar days; and

Clause 3. if a two-thirds majority of the functional cluster supports the recall of their Senator, the office shall be declared vacant. Within ten calendar days the Chair shall proceed according to Article V to fill the unexpired term.

Section 3. The Constitution will stand as voted upon unless modified by amendments. If any portion is found in violation of Local, State or Federal Laws, it will be the responsibility of the Senate to amend that portion to attain compliance rather than to declare void the Constitution. The Senate shall use the amendment procedures in Article IX to carry out this responsibility.

CONSTITUTION
OF
SIERRA COLLEGE FACULTY SENATE
(As revised August, 1990)

Article I

Name

Section 1. The organization shall be known as the Faculty Senate.

Article II

Purposes

Section 1. To provide the faculty with a formal representative voice in determining institutional policies, procedures, and regulations.

Section 2. To provide the president of the college with recommendations and views on any matter affecting the conduct and welfare of the college.

Section 3. To provide the faculty the means to lay directly before the Board of Trustees its recommendations and views affecting the conduct and welfare of the college.

Section 4. To coordinate and review the activities of the faculty representatives on all committees and councils requiring Faculty Senate election, selection, ratification, or liaison.

Section 5. To promote communication and mutual understanding among the classified staff, faculty, the administration, the Board of Trustees, students, and other interested persons having to do with the welfare and growth of the college.

Article III

Electorate

Section 1. The electorate (hereinafter referred to as the faculty) shall consist of all instructional faculty members as well as counselors, librarians, school nurses, and others with similar assignment.

Clause 1. Full-time faculty are those faculty who have a yearly contract. These faculty have full voting rights.

Clause 2. Part-time faculty are those faculty who have a semester hourly contract only. These faculty vote in the election of the part-time faculty senate members and may be included in faculty surveys deemed appropriate by the Faculty Senate. The part-time faculty senators shall be considered to represent the opinions of the part-time faculty in all other issues.

Section 2. In special instances the Faculty Senate may make specific interpretations as to who is qualified to be a member of the electorate or to which division a member would be assigned. It is the general intent and spirit of this organization that administrative or supervisorial personnel, full or part time, shall not be part of the faculty.

Section 3. The part-time faculty caucus consists of all part-time faculty as described in Article III, Section 1, Clause 2 above. These faculty members shall meet on a voluntary basis from time to time to ascertain the issues relating to the part-time faculty. The caucus is responsible for selecting its two members to sit on the Faculty Senate.

Article IV

Membership

Section 1. Any faculty member (see Article III) may be a member of the Faculty Senate.

Article V

Organization

Section 1. The Faculty Senate shall consist of one representative from each of the divisions with six (6) additional members consisting of no fewer than four (4) full-time faculty members at large and no more than two (2) part-time faculty members.

Section 2. Full-time faculty members of the Faculty Senate shall serve terms of three years. The terms shall be staggered. Part-time faculty members of the Faculty Senate shall serve for a three-year term as long as they hold an hourly contract.

Section 3. Members of the Faculty Senate shall be eligible for re-election.

Section 4. The officers of the Faculty Senate shall include but shall not be restricted to a President, Vice President, and a Secretary.

Clause 1. These officers shall be elected by the Faculty Senate-Elect at a regular Faculty Senate meeting during the last week in the fall semester.

Clause 2. The officers shall serve terms of one year but shall be eligible for re-election.

Section 5. A simple majority of the Faculty Senate shall be considered a quorum.

Section 6. The Faculty Senate President shall serve in such honorary functions as shall become necessary and also serve as spokesperson for official opinion of the faculty, or may delegate that duty.

Article VI

Election Procedure

Section 1. The President of the Faculty Senate shall appoint annually an election committee chaired by a Senator.

Clause 1. The election of Senators shall be held annually prior to the beginning of the fall semester.

Clause 2. The Faculty Senate shall designate election procedures, time, and polling places.

Clause 3. Any qualified voter may appeal alleged election irregularities to the Faculty Senate.

Clause 4. Elected Faculty Senate members shall take office on the last day of the fall semester.

Section 2. Members of the faculty shall be nominated for a term in the Faculty Senate by division, by full-time faculty at large, and by a part-time faculty caucus.

Clause 1. By Division. Each division shall nominate at least one full-time faculty member to run as the division candidate for Faculty Senate. Each division may also nominate up to two full-time faculty candidates for the at-large ballot.

Clause 2. Full-time faculty at-large may become candidates by

(a) originating a petition which must be subsequently endorsed by seven other members of the full-time faculty, or

(b) accepting (signing) a nominating petition that has been signed by seven members of the full-time faculty.

Clause 3. A part-time faculty caucus will select up to two members to serve as faculty senators.

(a) The method of selection shall be determined by the caucus.

(b) If the part-time faculty caucus fails to fill the part-time positions on the Faculty Senate, the vacancies will be filled from the full-time faculty at-large ballot.

Article VII

Powers and responsibilities

Section 1. Without limiting the bargaining agent where authorized by statute, the Faculty Senate shall concern itself with, itself with each or all, but is not limited to, the following:

Clause 1. Professional rights and responsibilities, e.g., academic freedom, ethical standards.

Clause 2. Professional standards, e.g., minimum qualifications, professional competence, accreditation.

Clause 3. Professional personnel policies, e.g., recruiting, selecting, evaluating, assignments and teaching loads, promotion, retention of competent faculty, tenure, minimum qualifications, administrative retreat rights, hiring policies, and professional development.

Clause 4. Academic policies, e.g., curriculum, admissions, honors and degree requirements, retention of students, and articulation.

Clause 5. Student personnel policies, e.g., conduct, discipline, intercollegiate activities, intracollegiate activities, and student services.

Clause 6. Educational expenditures, e.g., budget planning and allocation, construction, space utilization, and capital outlay.

Clause 7. Professional ramifications of salary schedules and fringe benefits.

Clause 8. Instructional services, e.g., library, audio-visual, radio-television, instructional facilities, maintenance of instructional and campus facilities.

Clause 9. Instructional philosophy, e.g., college goals and objectives, and relations with the community.

Clause 10. Administrative actions that affect instruction.

Section 2. It shall be the responsibility of the Faculty Senate to express its views and recommendations to the Classified Senate, Administrative Senate, College Council and the college President.

Section 3. It shall be the responsibility of the Faculty Senate, after due consideration, to express to the Board of Trustees, the official opinion of the faculty. Due consideration shall require:

Clause 1. Faculty polling by secret ballot.

Clause 2. A simple majority consensus of the faculty.

Clause 3. Notification of the College Council according to the Governance Policy.

Clause 4. Notification of the college President prior to officially expressing Faculty Senate opinion before the Board of Trustees or to any other interested person(s).

Section 4. The Faculty Senate shall make all faculty appointments to all committees dealing with issues of campus interest.

Section 5. The President and/or the Vice President of the Faculty Senate shall attend, in person or by proxy, all Board of Trustees meetings.

Section 6. The Faculty Senate shall act as a consultative body to the Classified Senate, Administrative Senate, College Council, Sierra College Faculty Association, and the president of the college in any matter affecting the welfare of the college.

Article VIII

Procedures

Section 1. The Faculty Senate shall meet every Wednesday at 2 p.m. The meeting place shall be chosen by the Faculty Senate President. The Faculty Senate may change the meeting time by a majority vote of the Senators.

Section 2. Special meetings of the Faculty Senate may be called at the Faculty Senate President's discretion or when requested in writing by a majority of the members of the Faculty Senate.

Section 3. The Faculty Senate President may call meetings of the electorate for informational purposes.

Section 4. The Faculty Senate shall distribute reports of its meetings and actions.

Section 5. By a majority vote of the Faculty Senate, that body may call a closed meeting.

Section 6. Any two Senators may request a meeting of the electorate if they feel action or inaction by the Faculty Senate need electorate consideration. The Faculty Senate President must call such meetings, announce the purposes, and be guided by the directions, if any, of such sessions. The meetings must be called within two weeks of the request.

Section 7. If a vacancy occurs, the Faculty Senate President will call for a special election within thirty days to fill the unexpired term of office. The nomination and election procedure will be according to Article VI, Section 2.

Section 8. Any member of the college community may recommend a matter for listing on the agenda of the Faculty Senate by a signed written notice to the President of the Faculty Senate.

Section 9. The Faculty Senate may have standing committees and may define and limit the powers and duties of these committees. The Faculty Senate may form special committees as it deems necessary.

Section 10. The Faculty Senate may adopt by-laws to establish rules of procedure and other provisions for implementing the intent and purpose of this constitution. In all matters of internal functioning not covered by the by-laws, the Faculty Senate shall be governed by Roberts' Rules of Order.

Article IX

Recall

Section 1. Full-time Faculty Senators, Faculty Senate appointed committee members, and Faculty College Council members may be recalled:

Clause 1. By a petition signed by fifteen percent of the full-time faculty and presented to the Faculty Senate President.

Clause 2. Upon receipt of the petition, the Faculty Senate shall inform the full-time faculty and poll them within ten regular school days by secret ballot.

Clause 3. If a majority of the full-time faculty support the recall, the office shall be declared vacant and within ten regular school days the President shall proceed according to Article VI to elect a member to fill the unexpired term.

Section 2. Part-time Faculty Senate members shall be recalled by a method determined by the part-time faculty caucus.

Article X

Amendments

Section 1. The Constitution may be amended by initiative procedure only.

Section 2. A petition to amend shall be signed by ten percent of the faculty and shall be presented to the President of the Faculty Senate.

Section 3. Upon receipt of the petition, the Faculty Senate shall distribute the proposed amendment to the full-time faculty and poll them within one month.

Section 4. If approved by two-thirds of the full-time faculty, the amendment shall become effective on a date stated in the amendment.

Section 5. Results of the balloting shall be announced within ten regular school days after the election.

Article XI

Selection of College Council Members

Section 1. There will be five full-time faculty representatives to the College Council. Three representatives will be elected at-large by the full-time faculty and two will be appointed from the Faculty Senate.

Section 2. The five faculty representatives to the College Council shall constitute a permanent standing committee of the Faculty Senate and shall be subject through the Faculty Senate to faculty direction and control.

Section 3. The Faculty Senate will fill two seats on the College Council. The Faculty Senate President, or designee, will be one of the representatives. The second representative will be selected from the Senate. Faculty Senate appointments will strongly consider the need for balanced representation of the faculty to the College Council.

Section 4. Faculty members will be nominated with supporting signatures from three fellow faculty members for the seats elected at-large by December. Nominated faculty members will speak before the faculty on the first required faculty service day in January. Elections will be by secret ballot.

Section 5. The term of office of at-large representatives will be three years. One representative will be elected each year. The term of office will be for the fiscal year (July 1-June 30).

Section 6. In the event of a vacancy before the term of office is fulfilled, the Faculty Senate will appoint a replacement to fill the seat until the next election cycle when a replacement will be elected for the remainder of the term.

AGENDA REQUEST
SIERRA COLLEGE COUNCIL

Name of Group or Individual _____

(If group, also list contact person) _____

Subject: _____

Background

Status

Analysis of the consequences of the action

Positive

Negative

Recommended Action to be Taken and suggested Timeline	College Council Action Date
1.	1.
2.	2.
3.	3.
(Continue on an attached sheet)	
Date Received	Position Paper #
Resubmission date:	

SIERRA COLLEGE COUNCIL
POSITION PAPER PROCESS

1. Submit in writing on the Agenda Request Form by noon one week prior to scheduled meetings of the College Council. College Council meets the second and fourth Wednesdays at 4 p.m. Submit 15 copies of any back-up material.

2. Submit to:
   Chair of College Council
   C/O Secretary to Vice President of Finance and Administration
   Administration Building, Room A109b
   Secretary date stamps when the position paper is received.

3. Each item submitted will either be discussed at the table or referred to the appropriate body for study. A log is generated and maintained for all items.

4. Once an item has been referred to another individual or group for study, it is that individual or group's responsibility to resubmit the original form with the appropriate action noted to College Council for action.

5. Vice Chair reviews referred items to make sure they are in process.

6. Chair is responsible for drafting and distributing the College Council agenda and a record of actions from the previous meeting to all full-time staff. Copies will be posted at mail distribution centers and at the Grass Valley and Tahoe/Truckee offices for part-time staff.

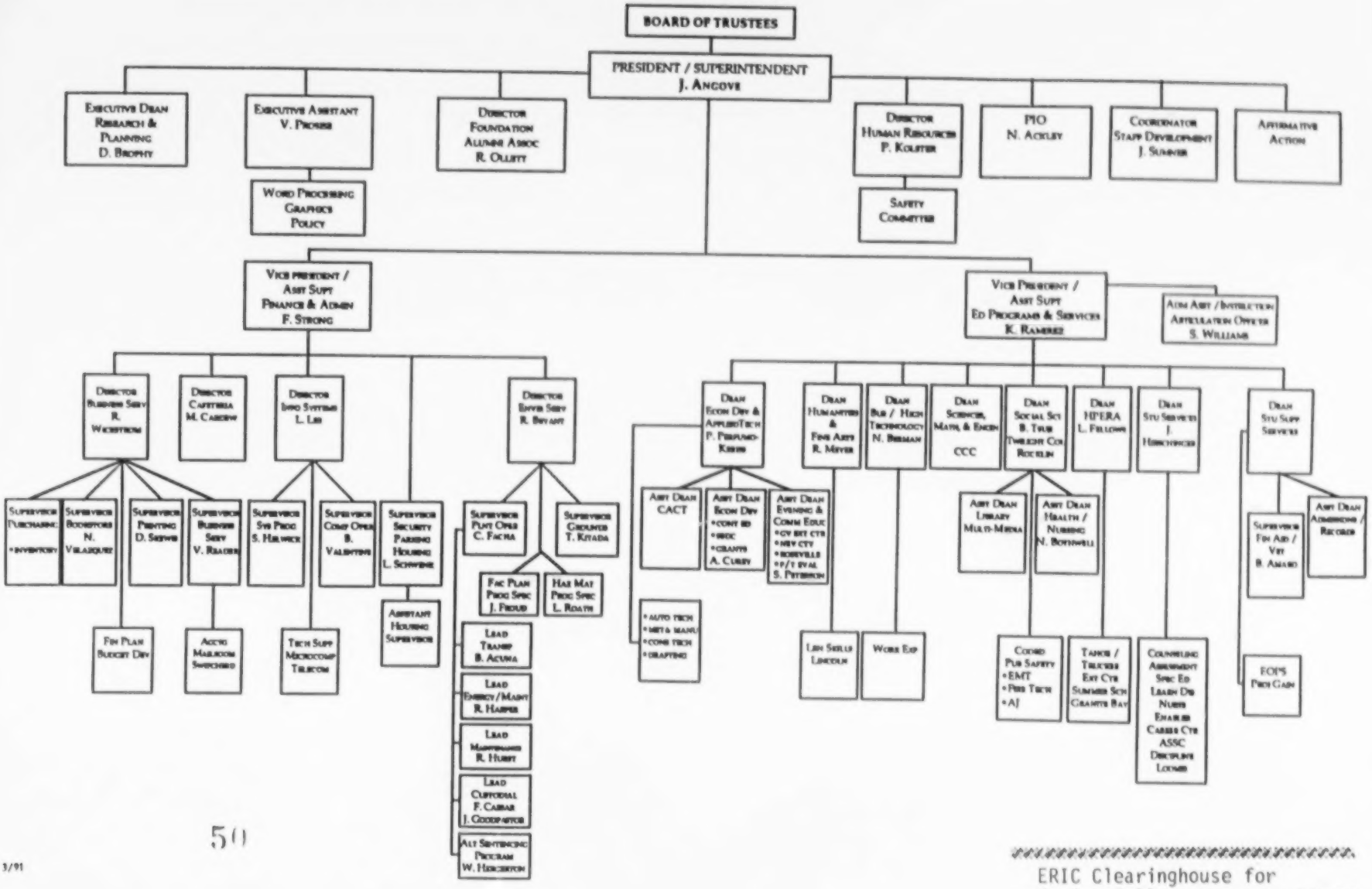
7. Each member of the College Council receives a copy of the agenda and the position papers at least two working days before the meeting. A complete packet with minutes will be available for review of all staff at Division Offices and mail distribution locations and at the Grass Valley and Tahoe/Truckee offices.

8. Minutes should reflect a brief discussion and the action taken by College Council.

9. The Chair reports the recommendations of the Council to the President.

1991-92 ORGANIZATIONAL CHART

SIERRA COLLEGE



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